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OFFICE OF OPERATIONS

Within O/O there are no non O/TR training activities being conducted on an Office-wide basis. However, there are several training activities being carried on at the division level.

OO/FDD

(1) Introductory Russian Language Course

This course is designed to equip clerical personnel for minimum demands of Russian in their normal clerical work and to give refresher instructions in grammar to personnel who have had some Russian previously. The course is of approximately three months duration. Classes are conducted on Monday, Wednesday and Friday from 0830 to 0930. A repeat course is not scheduled at present.

(2) Other than the course in Russian, there are no organized training classes in FDD at the present time. However, the following apprenticeship and orientation training is given to FDD employees.

(a) Area Training

A general introduction to the current situation within a country (area) is given to each new employee by an informal conference with area personnel and by special intelligence and information reports on the various aspects of the country furnished for orientation reading.

(b) Intelligence Methods and Techniques

Periodic seminars are given on a Division or Branch basis by Division or Branch Chiefs on the organization of intelligence agencies, their functions, changes, etc.

New personnel study the ID Strategic Intelligence Manual, Sherman Kent's Strategic Intelligence, etc.

New personnel also study typical intelligence reviews; intelligence requirements; examples of FDD reports; and collection requirements.

(c) Editorial Training

Training for editorial needs is entirely on the apprenticeship basis for editors, proofreaders, editorial clerks and records clerks.

(d) Documents Procurement and Dissemination

Personnel in Documents Control Branch are given apprenticeship training in methods and channels of procurement, sources, and procurement requirements and methods of handling and disseminating receipts.

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